



UNITED STATES MARINE CORPS  
MARINE CORPS EDUCATION COMMAND  
MARINE CORPS UNIVERSITY  
2076 SOUTH STREET  
QUANTICO, VIRGINIA 22134-5067

IN REPLY REFER TO:  
1000  
C40  
1 Nov 03

MARINE CORPS UNIVERSITY POLICY LETTER 5-03

From: President, Marine Corps University/Commanding General,  
Education Command  
To: Distribution List

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Encl: (1) Sample Appointment Letter  
(2) Sample Student Notification Letter  
(3) Board Preamble  
(4) Sample Board Report  
(5) Sample Director Decision Letter

1. Purpose. This document outlines policy and procedures to be followed at Marine Corps University (MCU) for the conduct of Student Performance Evaluation Boards (SPEB).

2. Cancellation. MCU Policy Letter 3-02, dated 20 March 2002.

3. Background. SPEBs are administrative in nature, not disciplinary. As such, the purpose of the SPEB is to provide a forum for resolution of a wide variety of student-related issues. These include, but are not limited to, extended absences, substandard academic performance, attitudinal problems, and violations of professional ethical standards or integrity issues. As an administrative proceeding, the SPEB serves both an institutional and an individual purpose. At the institutional level, the SPEB provides a review process for substandard performance and recommends appropriate action. At the individual level, the SPEB may assist the student by improving performance and monitoring progress. The ultimate goal of the SPEB is to determine what is best for the school, the student, and the Marine Corps, and recommend appropriate action.

4. Policy

a. Any MCU faculty or staff member may recommend to the Director, through the Deputy Director, that a SPEB be

Subj: STUDENT PERFORMANCE EVALUATION BOARD

convened. However, the decision to convene the board rests solely with the Director. The SPEB will convene within five working days of the Director's decision that a board is required, or as soon as practicable.

b. Directors will determine the exact composition of the board, and appoint all members in writing. A sample appointment letter is found at enclosure(1) . The senior member of the board will serve as the board president. Membership should consist of five members, with at least two impartial members. These two impartial members may be faculty or staff from another MCU school or the MCU staff. One member of the board will be designated as recorder. Personnel with expertise in the area to be investigated may also be invited to attend as advisors to the SPEB, but will not be allowed to vote. All five board members will have equal votes. In forming the board, the Director will consider the need to represent the diverse nature of the student body.

c. The Director will notify the student in writing that a SPEB will convene, and direct him/her to appear before the board. A sample notification letter is found at enclosure(2).

d. Students may seek legal advice and have legal counsel present as an advisor, but will not be represented by legal counsel during the conduct of the board.

e. enclosure(3) contains a preamble used to open the board, describe the general conduct of the proceedings, and advise the student of the range of options available to the board to recommend to the Director for resolution. The board will stress that the outcome of the board is a recommendation, as the Director is the approving official for any action.

f. The SPEB may request statements, written or in person, from any individual with knowledge of the facts requiring the board. The student will be afforded the opportunity to make a statement and respond to questions of the board, but will not be present during board deliberations. The board president will determine whether the student may be present during all, or portions, of the fact-gathering phase of the board proceedings. All proceedings will be strictly confidential. A simple majority vote is required to adopt a recommendation.

g. The standard of proof to justify an adverse recommendation by the board is "preponderant evidence." This is evidence a reasonable person would be willing to accept as

Subj: STUDENT PERFORMANCE EVALUATION BOARD

sufficient to support the conclusion, and is a greater weight of evidence than supports any different conclusion.

h. The board will submit a written report of their deliberations to the Director for approval and disposition. This report should be submitted within 24 hours (one duty day) of the board adjourning and should follow the format as outlined in enclosure(4). Dissenting board members may, at their option, prepare a written minority recommendation to accompany the board report.

i. Recommendations of the board may include, but are not limited to:

- 1) Student continues in the course without prejudice
- 2) Student is asked to resubmit a requirement
- 3) Student is placed on academic probation
- 4) Student receives formal counseling
- 5) Student receives non-punitive letter of caution
- 6) Student receives a certificate of attendance rather than a diploma
- 7) Student is dropped from the course and dismissed from the university
- 8) Other action as deemed necessary by the Director

j. The student may submit written matters for consideration by the Director, in conjunction with the board recommendations. These matters must be submitted to the Director no later than 24 hours (one duty day) after the conclusion of the board.

k. The Director will notify the student verbally, and in writing, of the final decision. A sample letter is provided in enclosure(5). If a student is awarded anything less than full graduation honors due to substandard performance, the letter will be entered into the student's school record.

l. Students may submit a letter of appeal to the President, MCU, within five working days of notification of the decision of the Director.

5. Applicability. This policy applies to personnel attending Marine Corps War College, Marine Corps Command and Staff College, School of Advanced Warfighting, and Expeditionary Warfare School. Due to the unique nature of their curricula and/or the distributed delivery methodology, the Staff

Subj: STUDENT PERFORMANCE EVALUATION BOARD

Noncommissioned Officer Academy will develop similar procedures,  
as appropriate.

A handwritten signature in cursive script, appearing to read 'T. A. Benes', is centered on the page.

T. A. BENES

Distribution: A

Sample Appointment Letter

Date

From: Director, \_\_\_\_\_  
To: Distribution List

Subj: LETTER OF APPOINTMENT

1. A SPEB will convene (provide time, date, and location of board) .

2. Board membership and duties are as follows:

<u>(Name &amp; Rank)</u>	Board President
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</u>	Member
<u>(Name &amp; Rank)</u>	Member/Recorder

3. The purpose of the board is to (state reason for board convening) .

4. The board will provide a written report of their findings and recommendations to me not later than one working day of its adjournment.

School Director

Sample Student Notification Letter

Date

From: Director, \_\_\_\_\_

To: \_\_\_\_\_ (Student Name)

Subj: STUDENT PERFORMANCE EVALUATION BAORD (SPEB)- (date)

1. You are hereby directed to appear before a SPEB on \_\_\_\_\_  
(provide time, date, and location of the board).
2. The purpose of the SPEB is to investigate \_\_\_\_\_  
(provide reasons why the board is being convened).
3. Board members will be: \_\_\_\_\_  
(list board members and duty, if applicable)
4. You will be allowed the opportunity to address the board, present written matters for consideration, or both. You may seek the advice of legal counsel, but as an administrative board, legal counsel may not represent you at the proceedings.

School Director

## Board Preamble

\_\_\_\_\_(Student Name)\_\_\_\_\_, you have been referred to a Student Performance Evaluation Board. I am \_\_\_\_\_, the Board President. Other members of the board are:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Student Performance Evaluation Board is an administrative proceeding. As such, it serves both an institutional and an individual purpose. At the institutional level, it provides a review process for substandard performance, and recommends appropriate action. At the individual level, it may assist you by improving performance and monitoring progress.

The board has a wide range of options it may decide to recommend to the Director. These include:

1. Continue in the course without prejudice
2. Resubmit a requirement
3. Academic probation
4. Formal counseling
5. Non-punitive letter of caution
6. Certificate of attendance, in lieu of diploma
7. Drop from the course and dismiss from University
8. Other action as deemed appropriate

The board does not make a final decision; it only makes a recommendation to the Director. The Director will carefully review the results of the board deliberations before reaching his decision.

The board will review the circumstances that required the convening of this board, ask questions of personnel who may be knowledgeable with the circumstances, and allow you the opportunity to make a statement and answer questions.

Do you understand these procedures?

Sample letter of SPEB findings

Date

From: President, Student Performance Evaluation Board  
To: Director, (School)

Subj: STUDENT PERFORMANCE EVALUATION BOARD (SPEB);  
CASE OF (Student Name)

Ref: (a) MCU Policy Letter 3-02  
(b) (School) Policy Letter \_\_\_\_\_

Encl: (As appropriate)

1. Background. (Provide a brief synopsis explaining why the SPEB was convened.)

2. Members of the Board. (List the board members and organization. Also indicate which member was designated as President and recorder.)

3. Conduct. (Describe the sequence of events of the conduct of the board. These will typically include reading of rights (if appropriate), witnesses called, and other actions of the board.)

4. Discussion. (Discuss the relevant facts that required the board to convene.)

5. Findings. (Present the findings of the board in a logical, chronological order.)

6. Recommendations. (Describe the recommendations(s) of the board.)

Signature of Board President

Enclosure (4)



Sample Director Decision Letter

Date

From: Director, \_\_\_\_\_  
To: \_\_\_\_\_ (Student Name)

Subj: STUDENT PERFORMANCE EVALUATION BOARD (SPEB) -  
(Date)

1. I have carefully reviewed the deliberations and recommendations of the SPEB that was held on (date) .
2. (Provide decision reached by the Director)
3. You are advised of your right to appeal my decision to the President, Marine Corps University. Any appeal must arrive at his office NLT five working days from the date of this memorandum.

School Director